

MEMORANDUM FOR MPFs/DPMs

FROM: HQ ARPC/DPBB  
6760 E Irvington Place #2020  
Denver CO 80280-2020

SUBJECT: FY07 Air Force Reserve Line and Nonline Lieutenant Colonel; JAG/Chaplain Major  
Promotion Selection Boards

The FY07 Air Force Reserve Line and Nonline Lieutenant Colonel and JAG/Chaplain Major Promotion Selection Boards are tentatively scheduled to convene 12 Jun 06 at the Air Reserve Personnel Center. The eligibility criteria is as follows:

US Air Force Reserve (USAFR)	
Board Type	Date of Rank (DOR)
Mandatory Selected Reserve *	30 Sep 00 or earlier
Mandatory Non Selected Reserve **	
Position Vacancy (PV)	30 Sep 02 or earlier

\*SelRes categories include eligible Reserve officers assigned as Unit Traditional, Air Reserve Technicians, Active Guard Reserve (AGR), Individual Mobilization Augmentees, Selective Service and Limited Extended Active Duty (LEAD). Although LEAD is not part of the SelRes, the Secretary of the Air Force has directed LEAD compete with the SelRes for mandatory promotion consideration.

\*\*OTSR categories include eligible Reserve officers assigned in the Standby Reserve or Individual Ready Reserve (IRR).

Reserve Active Status List (RASL): **all officers** must have been on the RASL or active duty list, or a combination of both, continuously for at least one year before the convening date of the mandatory board. Any Guard or Reserve service performed, except by members on the Inactive Status List Reserve Section (ISLRS), in the inactive Guard or Retired Reserve section, qualifies as time on the RASL.

PV: AFI 36-2504, *Officer Promotion, Continuation, and Selective Early Removal in the Reserve of the Air Force*, Chapter 2 provides information on vacancy determination and eligibility criteria in addition to the DOR mentioned earlier. Officers whose records are meeting a mandatory board are not eligible for PV consideration. Officers eligible for PV consideration **are no longer required** to be assigned to the Selected Reserve for one year prior to the board convening date. However, officers eligible for PV consideration must have been on the RASL or active duty list, or a combination of both, continuously for at least one year before the convening date.

Officers who are scheduled to be removed from the RASL (retirement, separation, etc.) prior to 10 Sep 06 are ineligible for promotion consideration.

MPFs can identify eligible officers using the "Reports Processing" menu in the Promotion Recommendation and In-board Support Information Management (PRISM) System. PRISM is updated daily. It is **highly** encouraged that the servicing MPF check PRISM at least weekly to ensure

accountability of additions/deletions to the board file until the board convening date. Board IDs are as follows:

Board Type	Board IDs
Mandatory SelRes – Lt Col	V0507A
Mandatory SelRes – Maj	V0407B
Mandatory OTSR – Lt Col	W0507A
Mandatory OTSR – Maj	W0407B
*Position Vacancy – Lt Col	U0507A
*Position Vacancy – Maj	U0407B

\*PRISM will identify potential eligibles by DOR only. MPFs and Program Managers must verify if officers are occupying a higher-grade position.

**IMPORTANT NOTE:** The fact that an officer's name appears on the listing of PV eligibles does not mean he or she is eligible for PV promotion consideration. Eligible officers whom senior raters want considered must be nominated according to procedures described elsewhere in this letter. After the due date for PV nominations has passed (**28 Apr 06**), the PRISM listing will be edited to reflect only those officers for whom PV nominations have been received.

A chronological listing of milestones to help in preparation for the boards is at Atch 1, and a listing of the most senior and junior officers, IPZ, by DOR, who will meet the board is at Atch 2.

**Selective Continuation:** Current Air Force Reserve policy is to continue twice or more deferred captains and majors in the Selected Reserve for two years or until they reach 20 and 24 years, respectively, Total Federal Commissioned Service, whichever is sooner. Although we cannot make guarantees, all indications are continuation will be similarly offered on this board for Air Force Reserve officers, subject to AFSC manning levels. The MPF will provide a list of all first time passovers to unit commanders, wing commanders, and senior raters, using a sample letter, Atch 6. The unit commander, wing commander, senior rater should determine whether or not a member is qualified for selective continuation if that member is not selected for promotion the second time. If the unit commander, wing commander, or senior rater determines that a member is not qualified for continuation they will process a Not Qualified for Continuation Package IAW AFI 36-2504, paragraph 10.3.

Any commander in the chain may disapprove the recommendation. If approved by the MAJCOM/CC, the letter, including any attachments, will be forwarded to ARPC for inclusion in the Officer Selection Record. If the MAJCOM/CC disapproves the recommendation, the letter will be returned to the servicing MPF who will notify the initiating commander.

**Officer Preselection Brief (OPB):** OPBs will be available for officers meeting the board on or about 10 Feb 06. HQ ARPC will inform MPFs via PCIII and PRISM Today's News when OPBs are generated. Upon receipt and accountability, forward the OPBs to the eligible officers along with the instructions provided at Atch 3.

Officers currently assigned to non-participating Reserve sections will receive an OPB from HQ ARPC via mail to their home address.

Senior raters wishing to nominate USAFR officers for PV consideration should notify the officer of the intent and inform the officer to obtain an OPB from their servicing MPF. The nominee must review the OPB to ensure his or her record is accurate before it meets the board.

Note: For IMAs in the health professions, coordinate with the Directorate of Health Services Individual Reserve Programs, Medical IMA Division (HQ ARPC/SGP) before preparing a nomination. That office can confirm the officer meets all eligibility factors for PV nomination. The telephone number is DSN 926-7158, toll free 1-800-525-0102, E-mail: [arpc.sgp@arpc.denver.af.mil](mailto:arpc.sgp@arpc.denver.af.mil).

**Developmental Education (DE):** DE above the appropriate level for the officer's grade is masked from promotion boards. For promotion to lieutenant colonel, the highest level reflected is IDE.

**Advanced Academic Degree (AAD) Data Masking:** Under Air Force policy, all academic data will be masked on the officer selection brief at promotion boards considering **line and JAG** officers for promotion through the grade of colonel. Thus, the selection brief will only reflect academic education for other non-line officers.

**Letters to the Board:** Eligible officers may correspond by letter with the board president calling attention to any matter they believe important to their consideration. Letters must be submitted in good faith, contain accurate information to the best of the officer's knowledge, must be signed by the officer and include social security number. Submit letters electronically at <https://arpc.afrc.af.mil/support/boardletter.asp> with the appropriate board identifier (V0507A, W0507A, U0507A, V0407B, W0407B, or U0407B). A letter submitted through this site is considered signed and authenticated. After the board adjourns, copies of the letters will be retained in the Master Personnel File. In accordance with NDAA 2006, the boards will not consider letters received after **11 June 2006 (the day before the board convenes)**. Atch 4 provides more information.

**Promotion Recommendation Forms (PRFs):** Senior raters will use the AF Form 709, PRF, for making promotion recommendations for line and nonlinear officers competing for promotion to lieutenant colonel. PRF shells will be generated to facilitate preparing PRFs and will flow to the senior raters' MPF on or about 10 Feb 06. All officers competing for lieutenant colonel must have PRFs. The senior rater of record on the PRF accounting date (13 Jan 06) will write the PRF and mark a recommendation. For officers who become promotion eligible in a particular competitive category on or after the PRF accounting date (13 Jan 06), the senior rater of record at the time eligibility is established will write the PRF.

Senior Raters in the Air Force Reserve will use the PRF to nominate officers for PV promotion, provided they meet total eligibility requirements listed in Atch 5, PV Checklist. There is not a PRF accounting date, however nominated officer PRFs are due no later than **28 Apr 06**. Reassignment of nominated officers during the board process could negatively affect promotion opportunity IAW AFI 36-2504, para 2.9.6.

**Instructions for completing PRFs:** Please provide a copy of Atch 5 to senior raters providing instructions on completing the PRF. Forward completed mandatory board PRFs to HQ ARPC/DPBB, 6760 E Irvington Pl #2030, Denver CO 80280-2030 no later than **12 May 06**.

In accordance with AFI 36-2406, para 8.2.1.2, completed PRFs for PV consideration must arrive at HQ ARPC no later than **28 Apr 06** (45 days prior to board convening date). For PV eligible candidates, ensure the U0407B/U0507A Master Eligibility Listings (MEL) are signed by the senior rater, line through those not nominated, attach PV PRFs and mail package to HQ ARPC/DPBPE, 6760 E Irvington Pl #2010, Denver CO 80280-2010.

Forward your PRFs to the appropriate office within HQ ARPC using an AF Form 330 or transmittal memo listing all PRFs by name and SSN. Please suspense it for a come-back copy signed by an ARPC staff member in order to track receipt of PRFs. If you do not receive the signed come-back copy, contact ARPC Promotion Board Secretariat (HQ ARPC/DPBB), [arpc.dpbddl@arpc.denver.af.mil](mailto:arpc.dpbddl@arpc.denver.af.mil), or our Promotions directorate staff at [arpc.dpbprdl@arpc.denver.af.mil](mailto:arpc.dpbprdl@arpc.denver.af.mil).

**Not Qualified for Promotion:** MPFs should immediately notify their MAJCOMS and this headquarters of any commander initiating Not Qualified for Promotion action. Promotion propriety actions are processed according to AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, Chapter 7.

**Definition of Senior Rater:** For the Air Reserve Component, the senior rater for officers competing for promotion to lieutenant colonel and below must be at least a colonel serving as a wing commander or equivalent, as determined by the management level.

**Records of Performance (ROPs) and Duty Qualification History Brief (DQHB):** AFI 36-2402, Atch 1, describes the contents of the ROP. The DQHB will be available to MPFs in the PRISM Report Queue on or about 10 Feb 06.

a. **USAFR unit assigned and AGR officers:** The MPF serving the senior rater will provide ROPs and DQHBs to the senior rater.

b. **IMAs, other individual Reservists (e.g., Cat E, LEAD):** Mandatory board ROPs will be provided via the following web address (<ftp://129.54.232.361/DPBBOARD/JUN06>) on or about 15 Feb 06. Position Vacancy ROPs will be by request only via the following work flow mailbox [arpc.dpbprdl@arpc.denver.af.mil](mailto:arpc.dpbprdl@arpc.denver.af.mil). Questions can be addressed to ARPC/DPBR at 1-800-525-0102. The MPF serving the senior rater of the IMA is responsible for providing the DQHB except for Civil Air Patrol (CAP) and Academy Liaison Officer (ALO) personnel, which will be provided by ARPC/DPBB.

**Officer Performance Reports (OPRs) for all ranks/all boards:** Annual and Change of Reporting Official OPRs closing **14 Mar 06** and earlier must be in file before the board convenes. For officers to receive fair and full consideration, it is imperative that OPRs due before the board convenes be completed and submitted on time. It is very difficult for promotion board members to evaluate selection records that do not contain current performance documentation. Please ensure submission of outstanding OPRs prior to the board convening date.

**OPRs for the Major Mandatory Promotion Board (V0407B):** HQ USAF/RE has established **14 Mar 06** as the closeout for Directed by Headquarters Air Force (DBH) OPRs for officers without current performance documentation. All officers whose record meets the following criteria will require a DBH report: 1) most current report is projected to close out between **15 Mar and 12 Jun 06**; 2) most current report on file is an AF Form 77 documenting a gap in the record of performance; or 3) most current report on file is an AF Form 475 documenting training of less than 20 weeks duration. All requirements for points and period of supervision are waived. The close out date for DBH OPRs will be 14 Mar 06. **DBH reports must reach this headquarters no later than 28 Apr 06.**

For officers to receive fair and full consideration, it is imperative that reports due before the board convenes be completed and submitted on time.

**Action Officers:**

SUBJECT:

POC:

TOLL FREE EXT.

Eligibility / PV PRFs

HQ ARPC/DPBPE

Officer Selection Records

HQ ARPC/DPBR

OPRs/ROPs

HQ ARPC/DPBR

All other matters

HQ ARPC/DPBB

1-800-525-0102

(Contact Center)

//signed//

ALLISON G. LYNCH, Lt Col, USAF  
Deputy Chief, Reserve of the Air Force  
Selection Board Secretariat

Attachments:

1. Milestones
2. Junior and Senior Officers
3. Instruction Sheet for Review of Preselection Brief
4. Guidelines for Personnel Letters to the Promotion Board
5. Instructions for Completing PRFs
6. Sample letter for Tentative Continuation Eligibles

### **Milestones**

4 Jan 06	Approximate date mandatory board data created in PRISM (board build)
13 Jan 06	PRF Accounting Date, Boards V0507A and W0507A Mandatory boards
10 Feb 06	Officer Preselection Briefs arrive at MPFs via MILMOD PRISM in "Report Queue"
10 Feb 06	PRF notices for the lieutenant colonel mandatory promotion board arrive at MPFs via MILMOD PRISM in "Report Queue"
15 Feb 06	e-ROPs available FTP Secure Server (Mandatory boards only)
28 Apr 06	PRFs nominating officers for position vacancy promotion due to HQ ARPC/DPBPE
12 May 06	PRFs required for lieutenant colonel mandatory board due to HQ ARPC/DPBB and DBH OPRs due
8 Jun 06	Earliest date messages will be accepted to update OSBs for officers meeting the board
9 Jun 06	Officer Selection Briefs (OSBs) extracted for the board
12 Jun 06	Board convenes at HQ ARPC
15 Sep 06	Approximate date public release of promotion results

## JUNIOR AND SENIOR OFFICER IN THE PROMOTION ZONE

In accordance with Title 10, USC, Section 14105, the following information is provided regarding the name and date of rank of the junior officer and of the senior officer, Air Force Selected Reserve (SelRes), and Other than Selected Reserve (OTSR) in the promotion zone as of the date of this letter.

<b>LIEUTENANT COLONEL</b>			
		<b>Junior Officer Name / DOR</b>	<b>Senior Officer Name / DOR</b>
Line	USAFR SelRes	Venable, John E / 21-Sep-00	Sparr, Michael A / 1-Aug-92
	USAFR OTSR	Tewksbury, William S / 12-Sep-00	Spicuzza, Michael D / 30-Oct-92
Chaplain	USAFR SelRes	Mims, Ray / 15-Aug-00	Roscoe, Kenneth C / 5-Mar-92
	USAFR OTSR	No Eligibles	No Eligibles
Dental Corps	USAFR SelRes	Hachmeister, Kevin A / 1-Jul-00	Herring, Marva J / 7-Apr-99
	USAFR OTSR	Abdelwahab, Kamal A / 16-Aug-00	Martin, Thomas M / 4-Jun-94
JAG	USAFR SelRes	Mcgrath, Teri J / 1-Aug-00	Snively, Robert W / 1-Sep-89
	USAFR OTSR	Kral, John D / 1-Oct-99	Dodds, Gloria M / 17-Apr-93
Medical Corps	USAFR SelRes	Derussy, Peter K / 9-Aug-00	Davis, Norma B / 16-Jun-94
	USAFR OTSR	Cisneros, Jorge T / 24-Jul-00	Pinzon, Renato D / 7-Jan-92
Nurse Corps	USAFR SelRes	Scott, Deborah Louise / 30-Sep-00	Peacock, Linda C / 25-Apr-91
	USAFR OTSR	Knobel, Thomas L / 8-Jun-00	Lewer, Sharon A / 1-Oct-97
MSC	USAFR SelRes	Harris, Georgia L / 5-Aug-00	Smith, Larry B / 12-Aug-97
	USAFR OTSR	Manuella, Michelle K / 2-Jun-00	Wilken, Andres G / 14-Jul-99
BSC	USAFR SelRes	Martin, Jerry L / 8-Aug-00	Ginley, Patrick J / 15-Feb-93
	USAFR OTSR	Zeiger, Elizabeth A / 1-Feb-00	Zeiger, Elizabeth A / 1-Feb-00
<b>MAJOR</b>			
		<b>Junior Officer Name / DOR</b>	<b>Senior Officer Name / DOR</b>
Chaplain	USAFR SelRes	Landrith, David W / 26-Aug-00	Knauer, Charles L / 23-Jun-91
	USAFR OTSR	Bottoms, David A / 3-Nov-99	Hall, Dean R / 21-Mar-98
JAG	USAFR SelRes	Thomas, Christopher D / 19-Sep-00	Lastra, Andrew J / 8-Apr-92
	USAFR OTSR	Carrasco, Michael A / 21-Sep-00	Alfred, Sharon J / 11-Jan-96

## INSTRUCTIONS FOR CORRECTION OF OFFICER PRESELECTION BRIEF (OPB)

It is your responsibility to ensure the accuracy of your record (specifically, the portion that will be reviewed by the promotion board) prior to the board convening. As a minimum, you should review your preselection brief following the instructions listed below. Errors left uncorrected could have a negative effect on your promotion opportunity. Therefore, these errors must be addressed in a timely manner. You will not be considered by a Special Selection Board if, in exercising reasonable diligence, you should have discovered an error or omission in your record and could have taken timely corrective action.

If you require no changes, no action is necessary. Review each data item to ensure it's accurate and complete. Print any correction(s) legibly next to the incorrect data. Return the brief (along with documentation to support the change) to your servicing MPF. **For personnel assigned to ORS, NNRPS, and NARS Reserve Sections:** The phone numbers in the Offices of Primary Responsibility column are the numbers you should contact to address problems with your OPB.

Section	Description	OPR / POC:
<b>PERSONAL DATA</b>		
<b>NAME; SSN; GRADE; COMP CAT</b>	Self Explanatory	HQ ARPC/PSDC2 DSN: 926-7071 1-800-525-0102 (ARPC Contact Center)
<b>HAF</b>	Identifies HQ USAF computer file where your record resides	N/A
<b>ARF-ID</b>	Air Reserve Forces Identifier. Further delineates your reserve assignment	N/A
<b>RES SECTION</b>	The section you are assigned to, i.e., Nonaffiliated Reserve Section; Obligated Reserve Section; Non-obligated, Nonparticipating Ready Personnel Section	HQ ARPC/DPRFP DSN: 926-6261 1-800-525-0102 (ARPC Contact Center)
<b>SOURCE OF COMMISSION</b>	Reflects how you received your commission, e.g., "DP-Civ" is a direct commission from civilian status, "DP-Mil" is a direct commission from military status, "AF-Acad" is the Air Force Academy, etc.	HQ ARPC/DPRAA DSN: 926-6443 1-800-525-0102 (ARPC Contact Center)
<b>AERONAUTICAL / FLYING DATA</b>		
	If you are not a rated officer, this will read "non-applicable." The aeronautical rating and aviation service code should appear for all rated officers. Rated officers who have not performed rated duties within the last 5 years are disqualified from aviation service when they reach the five-year point	HQ ARPC/DPRAC DSN: 926-6450 1-800-525-0102 (ARPC Contact Center)
<b>SENIOR RATER</b>		
	Data will include your senior rater's name, unit, and senior rater ID	Servicing MPF Officer Promotions office
<b>BOARD CERTIFIED</b>		
	This applies to officers of the medical professions only. This section will be blank for all non-medical officers. Only those medical officers with an M or H prefix on their AFSC or receiving medical special pay will reflect board certification status.	
<b>DEPLOYMENT HISTORY</b>		
	This section will list the last 5 deployments of 45 or more days since September 11th 2001. Deployments with a start date prior to September 11th 2001 will not be reflected.	Traditional Reservist will contact Personnel Readiness Unit in MPF. IMAs, contact ARPC, DSN 926-7081.
<b>ASSIGNMENT CATEGORY</b>		
	Reflects your current PAS code, unit, ANG Tech ID, state and projected PAS code.	

<b>DEVELOPMENTAL EDUCATION</b>		
	Reflects last four Developmental Education (DE) courses completed, the method of completion (residence/correspondence), and year of completion. DE courses include Squadron Officers School, Air Command and Staff College, Armed Forces Staff College, Air War College, Industrial College of the Armed Forces, and National War College. Comparable courses offered by other services or foreign governments are acceptable only if completed in-residence. Prior service members can get DE credit if they attend an equivalent DE course. Technical or specialty courses and short courses are not DE. DE above the appropriate level for the officer's grade is masked from promotion boards. For promotion to captain, ALL DE is masked; to major, DE above SOS is masked, and to Lt Col, DE above ACSC is masked. If verification cannot be made through the ECI computer system, or you have completed DE from another service, you are required to submit a copy of the course completion certificate/diploma directly to HQ AU/CFRO; Officer DE Branch; 60 Schumacher Ave; MAFB, AL 36112 -- AF Forms 475, Diplomas and DD Forms 214 are accepted as verification of DE completion -- Ensure your SSN is reflected on any source document provided. DSN 493-4814/4776 FAX 493-8127	HQ AU/CFRO DSN 493-4776 or Comm: (334) 953-4776.
<b>AFSC DATA</b>		
	Reflects primary, secondary, and tertiary AFSCs.	
<b>ACADEMIC EDUCATION</b>		
	Reflects your two most recent levels of education, to include your academic specialty. The Academic Education section will be masked for Line and JAG officers. Academic degrees will not be reflected on Line and JAG officers OPBs. For Health professions, academic degrees will continue to be reflected in this section. The Air Force Institute of Technology (AFIT) is the single input source for updating academic education. All correspondence to AFIT should include a statement indicating the name and date of board you are meeting. An Official Transcript is required for changes/updates. AFIT/SCIB, 2950 Hobson Way, Wright-Patterson AFB OH 45433.	AFIT/RRE DSN 785-6565 ext. 4450 or Comm: (937) 255-6565 ext. 4450
<b>DECORATIONS</b>		
	Reflects the decorations you have been awarded, the year of the most recent award, and the number of times you have been awarded the decoration. Decorations include the Air Force Achievement Medal and all those higher in precedence; i.e., Commendation Medals, Meritorious Service Medals, Bronze Star, Silver Star. Only decorations are listed; awards are not listed.	HQ ARPC/DPRFQ DSN: 926-6134 1-800-525-0102 (ARPC Contact Center)
<b>ASSIGNMENT HISTORY</b>		
	Reflects your last 10 duty assignments, including duty AFSC.	
<b>PARTICIPATION SUMMARY / HISTORY</b>		
	<p>If you were participating in a Reserve of the Air Force assignment, even if you are currently in a nonparticipating assignment, a point history should be printed on your brief. Data shown includes:</p> <ol style="list-style-type: none"> <li>The last 8 years of service</li> <li>Total points accrued through the closeout of the last Retention/Retirement (R/R) year</li> <li>Points accrued since closeout of the last R/R year</li> <li>Points since prior service, if any, in the current R/R year.</li> </ol> <p>If you entered the Reserves from EAD and have not participated in a point earning assignment since your release from extended active duty, a point history will not be shown.</p>	HQ ARPC/DPPK DSN 926-6376 Or Comm: (303) 676-6375

## **GUIDELINES FOR YOUR PERSONAL LETTER TO THE PROMOTION SELECTION BOARD**

1. You may provide written communication to the board calling attention to any matter that you consider important to your consideration. Submit letters electronically at <https://arpc.afrc.af.mil/support/boardletter.asp> with the appropriate board identifier (U0407B, V0407B, W0407B, U0507A, V0507A, or W0507A), or you may send your letter to the address in paragraph 2, to arrive at least 30 days before the date the board convenes (allow 10 days for mailing). In accordance with NDAA 2006, letters must be received no later than the day before the board convenes (11 Jun 06).

2. Address your letter to: Board President, FY07 Air Force Reserve Line and Nonline Lieutenant Colonel  
or JAG/Chaplain Major Promotion Selection Board  
HQ ARPC/DPBPE  
6760 E. Irvington Place #2010  
Denver CO 80280-2010

a. Make your letter brief with clear, concise, and factual statements. A single page, typed in bullet format, is recommended. The boards will not consider letters written by others on behalf of any officer.

b. While attachments to your letter are not prohibited, do not attach anything that may become or is already a part of your record such as PRF, OPR, or decoration narratives. Attachments are not encouraged unless they provide significant, new information that cannot be included in the basic letter.

c. Explain, rebut, refute, or mitigate matters that are in your record if applicable. Caution: There are administrative methods to have OERs/OPRs removed from your record (AFI 36-2401). Use these methods, if appropriate, rather than a letter to the board.

d. A letter is helpful if any information is missing from your record or if there are gaps in your record. Some examples include: 1) You are currently or were recently in a nonparticipating status (why, and are you seeking a participating assignment); 2) You have insufficient active or inactive duty tour points or points for retirement, especially in recent years (what happened?); 3) You lack the appropriate level of DE (are you working on it?). You may also wish to mention specific achievements not mentioned in OPRs or in the selection folder. Keep in mind that your selection folder already contains documents reflecting points earned, effectiveness/performance and training reports, approved citations for decorations, and a selection brief.

3. The staff of the Selection Board Secretariat (HQ ARPC/DPB) will return letters received after the board convenes. They will not return letters reviewed by the board unless you request it and provide a stamped, self-addressed envelope. Copies of letters will be filed in the Master Personnel File after the boards adjourn.

4. **Please make sure you sign your letter and include your Social Security Number on your letter to ensure that it will be properly filed in your selection folder.**

## INSTRUCTIONS FOR COMPLETING PROMOTION RECOMMENDATION FORMS (PRFs)

Senior raters will use the AF Form 709, PRF, for making promotion recommendations for Line and Nonline officers competing for promotion to lieutenant colonel. PRF shells will be generated to facilitate preparing PRFs and will flow to the servicing MPF of the senior rater on or about 10 Feb 06.

**All officers competing for lieutenant colonel must have a PRF.** The Senior Rater of record on the PRF accounting date (13 Jan 06) will write the PRF and award performance rating. For officers who become promotion eligible in a particular competitive category on or after the PRF accounting date (13 Jan 06), the Senior Rater of record at the time eligibility is established will write the PRF.

**IMPORTANT NOTE:** Developmental Education (in residence or non-residence) and advanced academic education for officers: When preparing OPRs, evaluators will not comment on selection status on the schools list, selection list, selection for, completion of, or enrollment in development education or advance academic education. When preparing PRFs, Senior Raters may only comment on officially recognized extraordinary achievements documented in the AF IMT 475 (Training Report) (such as distinguished graduate, cum laude, speech/writing awards, Commandant's Award, etc.). When stratifying officers on OPRs and PRFs, evaluators will not consider either advanced academic education, completion/non completion of non-resident DE if the officer is on the school select list (because they will attend in-residence), or their Select/Candidate status. Relative ranking among officers rated by the rating chain should be based on overall performance. This paragraph does not preclude raters from making appropriate assignment and developmental education recommendations on OPRs/PRFs.

Complete the AF Form 709 as described in AFI 36-2406 paragraph 8.2. A sample PRF, Atch 5 page 2, is for officers being considered for promotion to lieutenant colonel by the mandatory board.

Ensure a copy of the PRF is provided to the ratee, or nominee, approximately 30 days prior to the board convening.

Please confirm the completion of outstanding OPRs before the PRF is submitted.

Attachment

Sample PRF, mandatory board

## Attachment, Sample PRF, Mandatory Board

PROMOTION RECOMMENDATION			
<b>I. RATEE IDENTIFICATION DATA</b> (Read AFI 36-2406 carefully before filling in any item)			
1. NAME (Last, First, Middle Initial) SMITH, John P.	2. SSN 123-45-6789	3. GRADE See notes	4. DAFSC 36P3
5. ORGANIZATION, COMMAND, LOCATION Self explanatory			6. PAS CODE See notes
<b>II. UNIT MISSION DESCRIPTION</b>			
Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
<b>III. JOB DESCRIPTION</b>			
1. DUTY TITLE: Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
2. KEY DUTIES, TASKS, RESPONSIBILITIES: Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
<b>IV. PROMOTION RECOMMENDATION</b>			
Use concise "bullet" format			
See notes before completing sections IV, V, VI, VII, and IX			
<b>V. PROMOTION ZONE</b>		<b>VI. GROUP SIZE</b>	<b>VII. BOARD</b>
BPZ <input type="checkbox"/> IAPZ <input type="checkbox"/>		See notes	See notes
			Enter 5 character SRID
<b>IX. OVERALL RECOMMENDATION</b>		<b>X. SENIOR RATER</b>	
DEFINITELY PROMOTE <input type="checkbox"/>		NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION	
PROMOTE <input type="checkbox"/>		Self explanatory	
DO NOT PROMOTE THIS BOARD <input type="checkbox"/>		DUTY TITLE	
		Self explanatory	
		SSN	SIGNATURE
<b>Instructions</b>			
Review previous OERs, OPRs, Education/Training Reports, and Supplemental Evaluation Sheets. Evaluate the officer's performance and assess his or her potential. Write Promotion Recommendation (Section IV) in concise "bullet" format. Enter only the last four numbers of senior rater's SSN.			
Provide an accurate, unbiased assessment free from consideration of race, sex, ethnic origin, age, religion, or marital status.			
Provide the officer a copy of this report approximately 30 days prior to the board for which this report is prepared.			

AF FORM 709, 20000601 (EF-V4)

PREVIOUS EDITION IS OBSOLETE.

FOR OFFICIAL USE ONLY (When filled in)

### NOTES:

**Section I, item 3, GRADE:** Include (NON EAD) for Reserve officers except Active Guard Reserve officers. For Active Guard Reserve officers (AGR)

**Section I, item 6, PAS CODE:** Enter the Unit of Assignment PAS code as of the PRF accounting date (14 Jan 05)

**Section IV, PROMOTION RECOMMENDATION:** Comments are mandatory.

**Section V, PROMOTION ZONE:** Leave blank

**Section VI, GROUP SIZE:** Hand write the rank order for all officers awarded a "Definitely Promote (DP)" recommendation within each competitive category (e.g. line, judge advocate, nurse, etc). For example: 2/5/10; the officer is ranked number 2 of 5 officers awarded a DP. The senior rater has 10 officers in that competitive category meeting the Promotion Selection Board. For officers awarded other than a DP, leave GROUP SIZE blank.

**Section VII, BOARD:** USAFR, -Selected Reserve, enter V0507A; USAFR OTSR, enter W0507A

**Section IX, OVERALL RECOMMENDATION:** Hand write an "X" in the appropriate block. **There is no quota on the number of eligible officers who may be awarded a DP recommendation.**

## **POSITION VACANCY CHECKLIST**

**PLEASE ENSURE THE FOLLOWING ACTIONS HAVE BEEN ACCOMPLISHED  
PRIOR TO SUBMITTING PV NOMINATION REQUEST TO HQ ARPC/DPBPE:**

1. PRISM reflects correct SRID
2. MilPDS reflects correct position number
3. Reserve Management Vacancy System (RMVS) reflects funding for full year
4. RMVS reflects that member occupies higher position
5. No overage code is updated in MilPDS
6. AF Form 709 is endorsed by senior rater
7. Must be on the RASL, ADL or combination for 1 year
8. Previous R/R must have at least 50 points
9. DAFSC should match in RMVS and PRF

Attachment:

Sample PRF, position vacancy board

## Attachment, Sample PRF, Position Vacancy Nomination

PROMOTION RECOMMENDATION			
<b>I. RATEE IDENTIFICATION DATA</b> <small>(Read AFI 36-2406 carefully before filling in any item)</small>			
1. NAME <small>(Last, First, Middle Initial)</small> JONES, DAVID W.	2. SSN 123-45-6789	3. GRADE See notes	4. DAFSC 11S4
5. ORGANIZATION, COMMAND, LOCATION Self explanatory			6. PAS CODE See notes
<b>II. UNIT MISSION DESCRIPTION</b>			
Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
<b>III. JOB DESCRIPTION</b>			
1. DUTY TITLE: Complete IAW AFI 36-2406. Do not use "Same as last OPR" Position Vacancy #: 12345673I			
2. KEY DUTIES, TASKS, RESPONSIBILITIES: Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
<b>IV. PROMOTION RECOMMENDATION</b>			
Use concise "bullet" format			
See notes before completing sections IV, V, VII, IX			
<b>V. PROMOTION ZONE</b>	<b>VI. GROUP SIZE</b>	<b>VII. BOARD</b>	<b>VIII. SENIOR RATER ID</b>
BPZ <div style="border: 1px solid black; padding: 2px; display: inline-block;">LEAVE BLANK</div>	Leave Blank	See notes	Enter 5 character SRID
<b>IX. OVERALL RECOMMENDATION</b>		<b>X. SENIOR RATER</b>	
<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;">LEAVE BLANK</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>DEFINITELY PROMOTE <input type="checkbox"/></p> <p>PROMOTE <input type="checkbox"/></p> <p>DO NOT PROMOTE THIS BOARD <input type="checkbox"/></p> </div> <div style="width: 35%;"></div> </div>		NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION  Self explanatory DUTY TITLE Self explanatory <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">SSN</div> <div style="width: 50%;">SIGNATURE</div> </div>	
<p style="text-align: center;"><b>Instructions</b></p> <p>Review previous OERs, OPRs, Education/Training Reports, and Supplemental Evaluation Sheets. Evaluate the officer's performance and assess his or her potential. Write Promotion Recommendation (Section IV) in concise "bullet" format. Enter only the last four numbers of senior rater's SSN.</p> <p>Provide an accurate, unbiased assessment free from consideration of race, sex, ethnic origin, age, religion, or marital status.</p> <p>Provide the officer a copy of this report approximately 30 days prior to the board for which this report is prepared.</p>			

AF FORM 709, 20000601 (EF-V4)

PREVIOUS EDITION IS OBSOLETE.

FOR OFFICIAL USE ONLY (When filled in)

### NOTES:

**Section I, item 3, GRADE:** Include (NON EAD) for Reserve officers except Active Guard Reserve officers. For Active Guard Reserve officers include (AGR).

**Section I, item 6, PAS CODE:** Enter the Unit of Assignment PAS.

**Section III, item 1, Duty Title:** Include the position number the nominee is nominated for.

**Section IV, PROMOTION RECOMMENDATION:** Comments are mandatory

**Section V, PROMOTION ZONE:** Leave blank.

**Section VII, BOARD:** Lieutenant Colonel's board U0407B – Major; U0507A – Lt Col.

**Section IX, PROMOTION RECOMMENDATION:** Leave blank

## **SAMPLE LETTER**

**MEMORANDUM FOR UNIT COMMANDER/WING COMMANDER/SENIOR RATER**

**FROM:** MPF

**SUBJECT:** Tentative List of Possible Continuation Eligible Officers

The FY07 Air Force Reserve Selected Reserve Line and Nonline Lt Col Promotion Board will be held from 12 June 2006. Officers twice deferred for promotion by this board may be eligible for continuation consideration, if the SAF determines that a Continuation Board be held.

The following officers in your command are once passed over for promotion:

Officer name(s):

**If you feel an officer is not qualified for continuation in the Air Force Reserve, you must submit a package IAW AFI 36-2504, paragraph 10.3. for file in the Officer Selection Record. It must arrive at HQ ARPC/DPBB prior board convening date.**

MPF POC SIG BLOCK